

**DRAFT REGULATIONS**  
**State Public Works Division of the**  
**Department of Administration Buildings & Grounds Section**

**Leases**

The Administrator is responsible for negotiating, approving and overseeing the leasing and equipping of office rooms outside of state buildings for the use of state officers, departments, agencies, whenever sufficient space cannot be provided within state buildings. (NRS 331.110) In doing so, the Administrator shall consider, (a) the reasonableness of the terms of the agreement, including, without limitation, the cost; and (b) the availability of space for use by the state officers, departments, agencies, in buildings that are owned by or leased to the State.

Boards and commissions that are exempt from chapter 353 of NRS pursuant to NRS 353.005 may use Buildings & Grounds services for the negotiation and oversight of their leases for office rooms outside of state buildings.

**Budget Authorization:**

So that Buildings & Grounds can serve the state agency's needs, a state agency, board or commission seeking to lease office space outside of state buildings must submit a properly completed Budget Authorization Form to Buildings & Grounds.

If Buildings & Grounds does not accept a budget authorization form, Buildings & Grounds will notify the state agency of any deficiency when the budget authorization form is returned to the state agency for compliance. Only completed Budget Authorization forms will be accepted.

The Budget Authorization Form must include the following information:

1. Agency information including contact information for person(s) who will act on behalf of the agency to complete the budget process
2. Agency budget account information including current allocations for rent (if known), budget account number and decision/appropriation unit information as well as General Fund percentage
3. Agency budget analyst name and contact information
4. Department administrator signature, confirming budget approval for new leased space including moving costs and other related expenses.

**Space Justification**

The Space Request Form has been established to help State Agencies provided the necessary information to Leasing Services in order to locate required space at or below market cost after State Agencies have confirmed budget authority.

If Buildings & Grounds does not accept the Space Justification Form, Buildings & Grounds will notify the state agency of any deficiency when the Form is returned to the state agency for compliance. Only a completed Space Justification Form will be accepted.

The following information is required:

1. Completed Budget Authorization Form.
2. Agency requirements for additional space, replacement space, new space, renewal of existing lease, or other.
3. Agency budget analyst name and contact information.
4. Agency contact information; name and address for billing purpose and legal notices.
5. Desired location for leased space.
6. Desired lease term. If requesting more than five years, justification must be provided.
7. Completed Space Justification Spreadsheet including:
  - Number of staff (FTE's, contracted staff, interns, etc.)
  - Average number of conference room attendees
  - Space for copiers, fax machines, computer servers etc.
  - Need for reception area
  - Identified shared space and secured space requirements
  - Additional adjustments needed to perform work functions appropriately
8. Department administrator's signature
9. Timeframes-
  - o Minimal or no tenant improvements – Allow a minimum of 90 days from the date request is received by the Buildings & Grounds
  - o Extensive tenant improvements – Allow a minimum of 180 to 270 days from date request is received by the Buildings & Grounds

#### During the Lease Term

The Agency must notify and obtain the necessary approvals from Buildings & Grounds (as Lessee) prior to implementation of any planned improvements and/or modifications to the leased space, including but not limited to architectural, HVAC, electrical, ADA, life safety systems, ingress or egress modifications, or changes to occupancy load.

#### Special Use Permits

##### Definitions

Administrator defined. (NRS 331.020) “Administrator” means the Administrator of the Division.

Division defined (NRS 331.010) “Division means the State Public Works Division of the Department of Administration.

“Special use permit” defined. (331.070, 341.110) “Special use permit” means a permit that authorizes a natural person or a public or private organization to use certain state land or buildings that are under the supervision of the Administrator of the State Public Works Division of the Department of Administration, Buildings and Grounds Section for a special event or small or short-term business venture.

Applicability. (NRS 331.010 to 331.220)

The provisions of NAC \_\_\_\_\_, inclusive, apply to all lands and/or facilities owned by or administered by the Division.

Establishment of procedures and conditions for special use permits. (NRS 331.070, 341.110)  
The Administrator will establish procedures and conditions for obtaining a special use permit.

### **Buildings and Grounds**

The Administrator is responsible for the care, maintenance and preservation of the buildings and grounds under his or her supervision and contract. (NRS 331.070, NRS 331.100)

#### **Temperature Control System Set Points in State Office Buildings**

- The set points for the temperature control system thermostats in all occupied spaces of B&G controlled office buildings shall be in accordance with the requirements set forth in the Nevada State Public Works Division latest Adopted Standards.
- Indoor heating set point shall be 72°F and the indoor cooling set point shall be 75°F.

#### **Miscellaneous Equipment in State Office Buildings**

Refrigerators and space heaters are prohibited in Buildings under the jurisdiction of the Administrator due to the potential fire hazard, energy inefficiencies, and the additional electrical loads imparted on the building's electrical system.

- If a central break room is provided in the building, only the break room may be equipped with a refrigerator. The use of small capacity refrigerators in offices or work stations is prohibited.
- The use of electric space heaters in any office or work station is prohibited.
- Buildings & Grounds will make accommodations for those individuals with special health needs.

#### **Pet Prohibition**

Except as noted below, pets are not allowed in any buildings, grounds or property under the jurisdiction of the Administrator. (NRS 331.070) B&G recognizes the importance and benefit of human/pet interactions, but acknowledges that these benefits must be balanced against other considerations: (1) not all employees are comfortable in the presence of pets; (2) the health of other employees is compromised by the presence of certain pets; (3) there is the possibility of injury when pets interact with employees or members of the public; and (4) there is the possibility of pets damaging state property and employee personal property.

This regulation does not apply to service animals as defined by the American with Disabilities Act or law enforcement canines.

### **Agency Use of State Owned Space**

#### **Request for Office Space in State Owned Buildings**

- State agency must submit Space Request (space justification parameters are those adopted for Private Leased Space – NAC \_\_\_\_\_)
- State owned vacant space is considered first
- B&G will arrange for and move the agency into the new State building space
- If State office space is not available, the State Agency will be directed to Buildings & Grounds Leasing Section
- In some instances, if an Agency vacates State office space, they may be required to continue paying rent until the space is filled.